



Memphis and Shelby County Office of Planning and Development

CONFIRMATION OF ZONING - REQUEST FORM

Contact Person: _____
Company: _____
Address: _____
City / State / Zip: _____
Email Address: _____

Date: _____
Phone: _____
Cell Ph: _____
Fax Ph: _____

Parcel Street Address / Zip Code

1) _____
2) _____
3) _____

Tax Parcel Number (###-###-####)

Current Use(s) & Tenant(s) Name: _____

Proposed Use(s) & Tenant(s) Name: _____

LETTER TYPE:

Choose 1

- ☐ Basic
(6+ working days)
☐ Expedited
(≤5 working days)

LETTER FOR:

Choose 1

- ☐ General
☐ Auto Dealer
☐ Limited Service Restaurant
☐ Realty Office

☐ Home Occupation*

*Provide floor plan of residence with room dimensions & use (i.e. kitchen, office, etc.)

☐ Crematory / Funeral Establishment

A) Building = _____ square feet

B) Provide site plan (to scale, showing building & number of available parking spaces)

Basic Letter Questions Answered



Includes current zoning (general base or special purpose district); overlay district(s); applicable special / conditional use permit (planned development), special exceptions or variances, waivers; verification that current / proposed use is permitted in district; and copy of zoning atlas showing location.

Additional Questions To Be Researched (check all that apply):

☐

What are the adjacent zoning districts?

☐

Are there any pending zoning changes?

☐

Is the site in conformance with the Unified Development Code or if constructed prior to 2011, in compliance with a previous zoning code or approved Planned Development?

☐

Any outstanding Building Code violations?

☐

Was the property subject to Site Plan approval?

☐

Any outstanding UDC (zoning) Code violations?

☐

May the project be rebuilt in its present form?

☐

Other: _____

Disclaimer: Planning staff will not make any determination as to whether the structure on the property legally conforms to the current Building Code or not.

Copies of Certificates of Occupancy may be obtained either by visiting our website at:

<https://documents.shelbycountyttn.gov/PermitReportInquiry/>

Or submit a Research Request form to our office and paying a nominal fee.

Basic Zoning Letter (1st Parcel):	\$50.00*	*Must be paid with request submittal
Additional adjacent parcels (#2, #3, +) on same side of street:	+\$25.00*	Each Additional Parcel
Expedited Basic Zoning Letter (issued within 5 working days):	+\$50.00*	
Additional questions researched above basic letter content:	+\$15.00 Per Question Parcel #1 - \$7.50 ea. for Parcels #2, #3, +	
Copies of records (site plans, ordinances, resolutions) researched:	+\$ 1.50 Per Page	

Please make corporate check payable to 'M/SC Office of Construction Code Enforcement' and mail to:

Memphis and Shelby County
Construction Code Enforcement
Attn: Trish Goforth
6465 Mullins Station Road
Memphis TN 38134-3714

*NO PERSONAL CHECKS, CREDIT
OR DEBIT CARDS ACCEPTED*

Phone: 901.222.8387
Fax Ph: 901.222.8389
Email: trish.goforth@shelbycountyttn.gov

For	
Office	MIS#:
Use	
Only:	COST:

Memphis & Shelby County Unified Development Code:

<http://www.shelbycountyttn.gov/DocumentView.aspx?DID=2192>

Memphis & Shelby County Zoning Atlas:

<http://www.mapview.memphistn.gov/Apps/dpd/>

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